

## SENIOR BUILDING INSPECTOR

### DEFINITION

To assign, review, and perform inspections of commercial, industrial, and residential buildings at various stages of construction, alteration and repair for conformance with state and local building, plumbing, mechanical, and electrical codes, ordinances, and regulations; provide for training and supervision of assigned staff; and to perform a variety of technical tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

The senior level recognizes positions that perform first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and it is distinguished from the Building Inspector III level in that the latter does not have supervisory responsibilities.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Building Official.

Exercises direct supervision over assigned staff.

### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, supervise, and review the work of staff involved in the inspection of residential, commercial and industrial buildings, swimming pools, and similar structures during all phases of construction, alteration, remodel or repair to ensure compliance with provisions of building, plumbing, mechanical, and electrical codes and ordinances.

Distribute and balance the workload among employees and make day-to-day adjustments in accordance with established priorities.

Review daily construction entries from inspectors and prepare written reports of inspections.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Prepare performance evaluations; participate in the selection of staff and provide and/or coordinate staff training.

Investigate complaints and recommend corrective action as necessary to resolve complaints.

Prepare, or coordinate the preparation of, reports, handouts, forms and correspondence related to area of assignment.

Develop and implement public outreach programs.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Inspect quality of materials and methods of construction; look for construction or alterations being performed without proper building permits.

Act as liaison between concerned parties in order to solve difficult field inspection problems.

Coordinate inspection activities with other departments or agencies.

Prepare certificates of final inspection; issue notices to correct code violations; issue stop notices; keep records of all inspections.

Respond to emergency situations in off-hours as required.

Deal with irate customers in an effective manner.

Provide information to builders, architects and the general public.

Operate City vehicles skillfully and safely.

Keep work related records using a desktop and handheld computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of examining and interpreting construction design plans, specifications, and working plans, and methods and practices of conducting building inspections.

Pertinent rules, laws, policies, and codes including the California Building, Plumbing, Mechanical, and Electrical codes.

Principles and practices of supervision, training and performance evaluation.

Building and related codes and ordinances enforceable by the City.

Construction materials and methods used at all stages of construction.

Principles and practices of customer service and conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Plan, organize, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Use initiative and sound independent judgment within established guidelines.

Apply technical knowledge and follow proper inspection techniques to examine work and materials.

Inspect and analyze standard building construction and identify violations.

Research, interpret and apply building, electrical, plumbing and mechanical codes.

Enforce codes and regulations with firmness, tact and impartiality.

Maintain accurate records, checklists and logs; prepare correspondence and issue notices.

Stay abreast of changes in building and related codes.

Deal with irate customers in an effective manner.

Drive City vehicles observing legal and defensive driving practices.

Use initiative and sound independent judgment within established guidelines.

Keep work related records using a desktop and handheld computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Six years of increasingly responsible journey level experience as building inspector. Responsible experience at the journey level in the building trades can substitute for one year of experience, which can be added to the two years for Associate's Degree for a total of three years.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in construction technology, building inspection technology or a related field. An Associate's Degree in Construction Technology or a closely related field may be substituted for two years of experience.

### License or Certificate

Possession of a valid California driver's license.

A valid Combination Inspector certificate from the International Code Council (ICC).

### PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections. See in the normal vision range with or without correction, read typical business documents, plans, and computer screens; hear in the normal range with or without correction.

### WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.